

LANDSCAPE CONTRACT SPECIALIST

DISTINGUISHING FEATURES

The fundamental reason the Landscape Contract Specialist exists is monitor contracts and the performance of contractors in support of the Parks and Recreation Division in the Community Services Department. This classification is not supervisory. Work is performed under general supervision by the Service Area Manager.

ESSENTIAL FUNCTIONS

Prepares drafts of contract specifications.

Monitors contracts, recommends appropriate payment, or non-payment at the completion of work.

Monitors contract budgets to ensure that targeted budgets are met.

Prepares directive letters to contractors regarding contract compliance and interpretation.

Analyzes contracts to determine requirements.

Performs comparative analysis of contract vs. in-house work to determine cost effectiveness.

Prepares detailed, written inspection reports on deficient quality and frequency levels of contractor services and recommends corrective actions; meets with contractors off and on-site, performs field audits.

Acts as a resource on landscape management to Parks' staff.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

The principles and practices of service contract administration, purchasing methods and procedures

Accounting principles and practices and cost analysis.

The Arizona Landscape Professional Standards.

Ability to:

Prepare written reports and letters with clearly organized thoughts using proper sentence construction, grammar, and punctuation.

Inspect contractor services, recommend corrective actions

Effectively communicate orally and in writing.

Make mathematical calculations

Analyze information to make recommendations on services.

Create and make presentations.

Operate a personal computer and related software and other standard office equipment on a regular basis.

Comprehend and make inferences from written material and verbal and or written instructions.

Maintain regular consistent attendance and punctuality.

Education & Experience

Three years of increasingly responsible park and/or landscape maintenance experience

Contract development experience

Related course work in horticulture, landscape architecture or a related field.

Valid Arizona Driver's License required, and no major driving citations within the last 39 months.
Arizona Use Pesticide Certification through the Structural Pest Control Commission in turf,
ornamental, and weed control and Certified Arborist is desirable.

FLSA Status: Exempt

HR Ordinance Status: Unclassified